

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.
Executive/Finance Committee Meeting Minutes**

July 13, 2022

PRESENT

Gisele Ragusa, Board President
Preeti Subramaniam, Secretary
Bill Stewart, Treasurer
Trish Gonzalez
Joseph Huang

STAFF:

Joe Alvarez, Interim Executive Director
Lucina Galarza, Director, Community Services
Roy Doronila, Chief Financial Officer
Hortencia Tafoya, Director, Clinical Services
Sal Gonzalez, Director, Compliance & Outreach
Rosa Chavez, Associate Director, Family &
Transition Services
Yvonne Gratianne, Manager of
Communications & Public Relations

GUESTS:

ABSENT:

Natalie Webber

ACTIONS TAKEN BY THE EXECUTIVE/FINANCE COMMITTEE PURSUANT TO SECTION 20.04 OF THE BYLAWS

All actions taken by the Executive/Finance Committee on behalf of the Board of Directors shall be reported at the next meeting of the Board.

The actions taken by the Executive/ Finance Committee at this meeting were:

- **Approval of Financial Report-** For the month of May 2022 in the Fiscal Year 2021-22. These expenditures are for services paid through June 17, 2022.

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Interim Board President, called the meeting to order at 7:21 pm. A quorum was established.

Gisele welcomed everyone and made an announcement about the opportunity for the audience to provide public input.

- The committee reviewed and approved the agenda by consent.

- The committee reviewed and approved the minutes of the June 8, 2022 (M/S/C Stewart & Ragusa) **The committee approved the minutes.**

B. PUBLIC INPUT:

One audience member provided public input verbally and two audience members provided input using the Q and A function.

C. CONTRACTS FOR REVIEW

Ms. Hortencia Tafoya presented the following contract for review of the Executive/Finance Committee.

Columbus

(M/S/C – Submarianan & Stewart) The committee approved to recommend the above-mentioned contract to the Board for their review and approval.

Ms. Lucina Galarza presented the following contract for review of the Executive/Finance Committee

CASS

(M/S/C - Stewart & Subramaniam) The committee approved to recommend the above-mentioned contract to the Board for their review and approval.

D. FINANCIAL REPORT

Roy Doronila, Chief Financial Officer, along with Dara Mikesell reported on the following:

Financial Report

In regional center operations, the allocation based on the C-3 amendment is expected to meet expenditure projections. Projections include ongoing operating expenses and any outstanding encumbrances and purchase orders. Our operation's C-3 allocation for fiscal year 2021-22 is currently at \$36,923,696 with projected expenditures of \$36,759,568. The year-to-date expenditures is \$27,693,386 with projected remaining expenditures of \$9,066,182. This results in an unencumbered balance of **\$164,128** in regular operations.

The Family Resource Center allocation is projected to meet expenditure projections, resulting in a zero-balance remaining in allocation. The current allocation is \$154,564 with projected expenditures of \$154,564.

The Foster Grandparent/Senior Companion program has a current allocation in the amount of \$1,218,040, we expect to spend the full amount.

The Community Placement Plan (CPP) and DC ongoing Workload operations funds are allocated in the C-3 amendment. Staff expect continuation funding this year in the amount of \$1,708,988 and will spend the full amount.

The Purchase of Service allocation is based on the C3 amendment in the amount of \$318,032,645. The current month's expenditure amounted to \$23,487,013 bringing the year-to-date expenditures for services to \$246,987,283. The remaining projected expenditures and late bills are in the amount of \$52,150,641 leaving a surplus, **\$18,894,721**.

CPP/CRDP POS is in a separate budgetary line item, SG/PRC was allocated total of \$1,250,868 for placement, assessment and start-up. SG/PRC was allocated \$604,110 for HCBS programs in POS.

(M/S/C Stewart & Subramaniam) The committee approved the Financial Report.

Preliminary Allocation Report

The committee reviewed and discussed the Preliminary Allocation Report.

(M/S/C Stewart & Subramaniam) The committee approved to move to the full Board for review and approval.

E. BOARD OVERVIEW

Gisele Ragusa, Interim Board President, led the following conversation:

- Agenda for the upcoming Board Meeting – July 27, 2022
 - Contracts for Review
 - Training: Part 1: *Understanding Board Governance*. Part 2: *Conflict of Interest Policy*. Speakers: Regional Center Leadership and Leadership Consultant Partners: Enright, Ochletree and Associates
- Agenda for Executive Finance Committee Meeting – August 10, 2022
 - Create a draft of issues/topics to present to the Board for FY 22-23 in partnership with SG/PRC Staff

F. SGPRC ANNOUCEMENTS

Ms. Ragusa also spoke about the job posting regarding the Executive Director role. She asked for the public to help promote this recruitment effort.

Mr. Joe Alvarez introduced himself and provided some background on his time with SG/PRC and the different roles he has served. He shared that Roy Doronila, SG/PRC CFO will be leaving SG/PRC, as he will be retiring at the end of July. Mr. Doronila has been working in the regional center system for over 40 years. Mr. Alvarez also spoke about recruitment for the new CFO and how the fiscal department is very talented and has an amazing team. Mr. Alvarez noted that Dara Mikesell will be serving as the CFO Apprentice and Pete Tiedemann, Rosa Ham, Tina Luceno, Sharan Loya, and other fiscal staff will be supporting the Fiscal Department during this transition time.

Mr. Doronila thanked the Board for their confidence during his time at SG/PRC. Ms. Ragusa thanked him for his time and work at SGPRC and wished him best in his retirement.

COVID-19 REMOTE WORKFORCE – The COVID-19 infection rate uptake is being closely monitored due an increase in cases. SG/PRC emote workforce has been extended 2 more weeks in an abundance of caution. Currently, there are 85% of SG/PRC Staff that are working remotely. Staff in “critical function” areas makes up the remaining 15% and they are working in the office. SG/PRC continues to be open to the public and strictest of guidelines are being followed for those families coming into the office.

Mr. Joe Alvarez introduced Hortencia Tafoya as the new Director of Clinical Services. Hortencia spoke to those in attendance at the meeting and provided some background of her experience working at SGPRC. Ms. Tafoya gave the COVID-10 report. She reported that positivity rate has increased to 14%. She also shared the COVID data for our community including our clients and staff.

Mr. Alvarez reminded everyone about our SG/PRC Testing Clinic.

Lucina Galarza, Director of Community Services spoke about possible resources that may be developed for needs with surge homes with specialized care for clients. She also spoke about the current registry that is in place. She mentioned that registry staff may work in certain situations where moving a client out is not the preferred option by the individual.

Mr. Alvarez introduced Sal Gonzalez, Director of Compliance and Community Outreach about a recent project award that SG/PRC

received from DDS. This project will focus on outreach efforts and providing information to clients and community.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on August 10, 2022, at 7:15 p.m. via videoconference.

CLOSED SESSION

The Executive/Finance Committee held a closed session to discuss a personnel matter.